

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Tom Tellier, PE			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS As Needed Office Tech				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input checked="" type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input checked="" type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☐ NO ☒ YES DATED 10/1/07 THROUGH 12/31/07

<input checked="" type="checkbox"/> Prequalified Services – See page <u>1</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
---	--

☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**** For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked **"SEALED BID."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 5	PROPOSAL DUE DATE 1/11/08	TIME DUE 4:00pm
--	------------------------------	--------------------

PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Thomas J. Tellier, P.E.
Grand Rapids TSC
2660 Leonard NE
Grand Rapids, Michigan 49525

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48809		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48833
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48809		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48833

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet
5100G – Certification of Availability of Key Personnel
5100I – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation
SCOPE OF SERVICE
FOR
AS-NEEDED CONSTRUCTION SERVICES

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION: Grand Rapids TSC Counties.

DESCRIPTION OF WORK:

The Consultant shall provide, to the satisfaction of the Department, Office Tech Services as generally described herein: See Specific Project Information below.

ANTICIPATED START DATE: February 2008

ANTICIPATED COMPLETION DATE: February 2010

PRIMARY PREQUALIFICATION CLASSIFICATION:
Technical Assistance

SECONDARY PREQUALIFICATION CLASSIFICATION:
N/A

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

Thomas J. Tellier, PE
Grand Rapids TSC
2660 Leonard NE
Grand Rapids, MI 49525
(616) 464-1800

The Consultant shall contact the Project Manager prior to beginning any work on this Project.

SPECIFIC PROJECT INFORMATION:

Provide inspection services to perform complete Office Technician duties, as required by the Project Engineer Manager (PEM), for the Michigan Department of Transportation Grand Rapids TSC. This work includes performing, to the satisfaction of the Department, the project records and documentation for the projects listed, in accordance with the specifications and the project documents.

It is estimated that these duties will require **2 persons for a period of two years**, beginning approximately February 2008 (or upon MDOT execution of contract) through February 2010, for approximately 30 hours per week. Hours demanded will vary from week to week, based on workload.

A price proposal will be required for one year at a time. The contract shall be renewed after the first year by providing a new price proposal for the second year. The following projects are anticipated for the first year:

CS	JN	Route	Location	Fix
84913	90090	Various	Area wide	Overband Crack Fill
41900	87762	US-131 & I-196	ITS Various Locations	Const. DMS and CCTV
	58747	M-44	I-96 N&E to Kent/Ionia Co. Line	Guardrail Ending Upgrade
41029	87395	I-196	Freeway Lighting at M-11	Replacement
41029	75069	I-196 EB & WB	Ottawa Co. Line to M-21 (old)	Rubb., Mill & Resur.
41029	46274	I-196	M-11 to 36th St	Interchange Const. @
41029	87625	I-196	Over CSX RXR	Replacement and Widen
41029	82762	I-196 EB & WB	Over 36th Street	Deep Overlay
41024	75091	I-96 EB & WB	Mid Mich RR	Super Replac.
41064	87494	M-6 EB	Division Ave. to Eastern Ave	Sound wall Extension
41132	79584A	US-131	US-131 S.B. West River Drive to 10 Mile	Concrete overlay
41132	90310	US-131	Loop Ramp @ 10 Mile	New Ramp
41051	90161	M-37	Intersection of Lake East Brook Blvd.	Widen for Dual Lt. Turn Lanes
41031	100579	M-37	Intersection of 76th Street	Widen for Lt. Turn Lanes
41025	82763	M-44	M-44 & M-37 over I-96	Pin & Hanger Replace
41081	59621	M-45	Covell Ave. to I-96	Add Turn Lanes
41027	102215	I-196, US-131	Ramp From NB 131 to WB 196	Substructure repairs
41101	90087	M-44	Northland Drive East to Ramsdell Rd.	Cold Mill & HMA Overlay

41131	90088	US-131	S. of 44th St. N. to N. of M-11	Cold Mill & HMA Overlay
41131	90089	US-131	S. Kent Co. Line N. to S. of 76th St.	Cold Mill & HMA Overlay
41011	87027	US-131 BR	Oaks Street to Cerscent	Cold Mill & HMA Overlay
41062	75080	M-11	US-131 to Division Ave.	Conc. Reconst.
41062	75081	M-11	Int. of Division Ave.	Conc. Reconst.
70900	90095	Various	Ottawa County	Conc. Jt. Repair
70013	87398	US-31	US-31 @ New Holland	Left indirect turns
70023	88416	I-196 BL	I-196 BL @ 104th	Right turn lane
70013	100582	US-31	Intersection of Fillmore St.	Const. Indirect Turn Lanes
41027	51882	I-196 EB	Scribner Ave.	Deep Overlay
41027	51897	I-196	EB &, WB over Plymouth	Joint Replacement
41027	51896	I-196 EB & WB	Under Fuller Avenue	Superstructure Repair
70024	102185	I-196	Under Adams Street and 88th Avenue	Pin & Hanger Replace
70024	81705	I-196 (EB)	Zeeland Rest Area	Rest Area or Welcome

CONSULTANT RESPONSIBILITIES:

- A.** The Consultant will be directly responsible to the Project Engineer Manager (PEM).
- B.** The Consultant employee shall report to and perform this work at the Grand Rapids TSC, 2660 Leonard, Grand Rapids. Work may require occasional travel to the project sites.
- C.** The Consultant employee shall have good communication skills, as coordination with the MDOT engineers and technicians at the Grand Rapids TSC is an essential duty.
- D.** The Consultant will perform all work under this Agreement in compliance with the standard practices of the Department, the MDOT Specifications, plans, proposal, MDOT Materials Sampling Guide, MDOT Construction Manual and any and all other applicable references, guidelines, procedures manuals, and practices prescribed by the Department. The Consultant will provide the employee with copies of the MDOT Specifications, MDOT Materials Sampling Guide, and MDOT Construction Manual.
- E.** The Consultant will immediately bring to the attention of the MDOT Project Engineer any failure by the Contractor to comply with any documentation requirement, any problem, trends toward borderline compliance, or any occurrence which may require resolution.

- F.** The Consultant shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site.
- G.** The Consultant shall attend project related meetings, when needed, as directed by the PEM.
- H.** Failure to comply with any of the requirements listed above will be considered unsatisfactory performance by the consultant.
- I.** The Consultant is to supply the Department with office technician personnel having successfully completed the Field Manager training and having a minimum of 10 months experience in MDOT project documentation. The Consultant agrees to demonstrate knowledge and performance in compliance with the standard construction practices of the Department related to the office technician duties.
- J.** The Consultant is to provide a resume of the candidate in the proposal submitted. The Consultant should list the name and qualifications of any backup personnel (if available) in the event the primary candidate becomes unavailable. The Consultant shall notify the PEM, in writing, prior to any personnel changes from those specified in the Consultants original approved proposal. Any personnel substitutions are subject to review and approval of the PEM.
- K.** The Consultant shall provide their own transportation to perform these services.
- L.** The employee supplied shall have communication capabilities. A pager or cell phone will be considered as the minimum requirement. The consultant will be responsible for all related costs.

MDOT RESPONSIBILITIES:

- A.** The Department will provide the employee with the Field Manager computer and software at the Grand Rapids TSC site, and the standard office supplies and equipment for the services required.
- B.** The Department shall furnish to the Consultant all project specific construction proposals, plans, plan revisions, written instructions, report forms, other information and/or data as deemed necessary by the PEM for the services required herein.

PAYMENT SCHEDULE

Compensation for this Scope of Services shall be on an **actual cost plus fixed fee** basis.

CONSULTANT PAYMENT

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Actual Cost Plus Fixed Fee, Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager.

This scope is for "as needed" services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%. Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

The hours billed for technicians will not begin until the technicians report to the project site or to the project office.